

ONLINE PAYMENT INSTRUCTIONS

You should receive an invoice from NWS by email. Simply Click on "view invoice online" in the membership renewal email. It will immediately show the invoice without having to log in.

choose the "Pay online" button in the box (white lettering in button hard to see in this image.)

You will be redirected to "Paypal" from our website to pay securely with a credit card even if you do not have a Paypal account. (Paypal screen on next page)

ANOTHER WAY TO VIEW THE INVOICE IS: LOCATE YOUR INVOICE IN PROFILE

You may see a yellow box with an invoice to pay after login, click "Pay Online" button. (wherever you come across this yellow box)

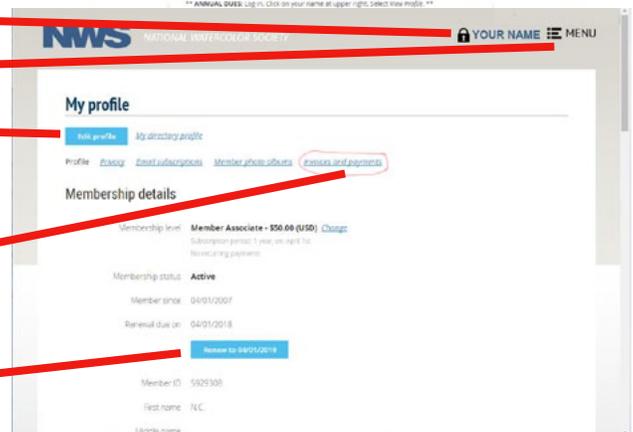
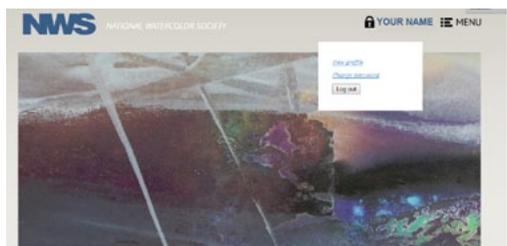
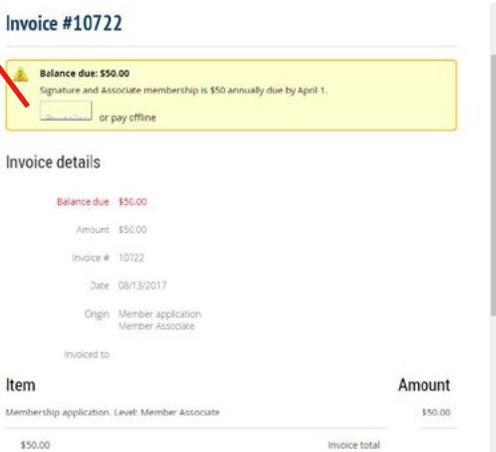
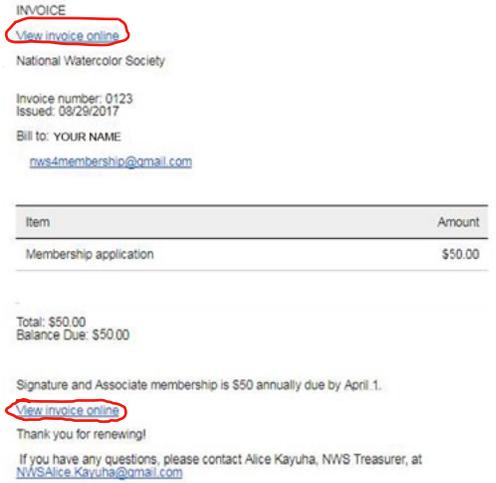
LOGIN INSTRUCTIONS:

Click Login in upper right corner of: www.nationalwatercolorociety.org.

use your email and password:

FORGOT PASSWORD? one can be sent.
 EMAIL CHANGED? log in using NWS email on file. It still works for login

1. Find the "Invoices and Payments"
2. Click **your name** at the upper R screen.
3. Select "View Profile"-drop-down menu.
4. Select the "Edit Profile" button.
5. Check /**update personal contact info**, then be sure to "Save" at bottom screen.
6. Find "Payments and Transactions"
7. Click the **invoice for Membership Dues**. and follow instructions to **pay** or go to the Renew to button

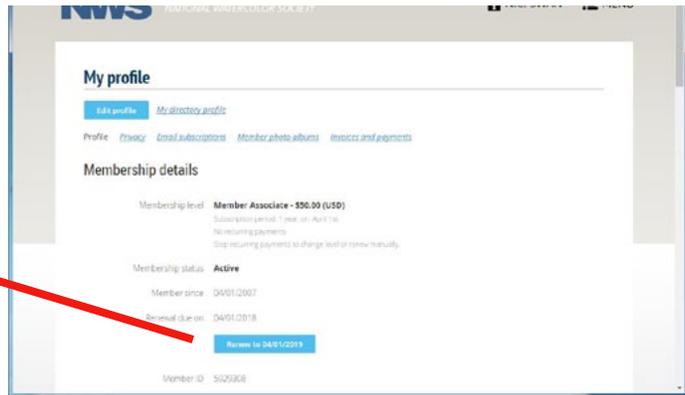


If you did not get sent an invoice with balance due: **RENEW MANUALLY AFTER LOGIN.**

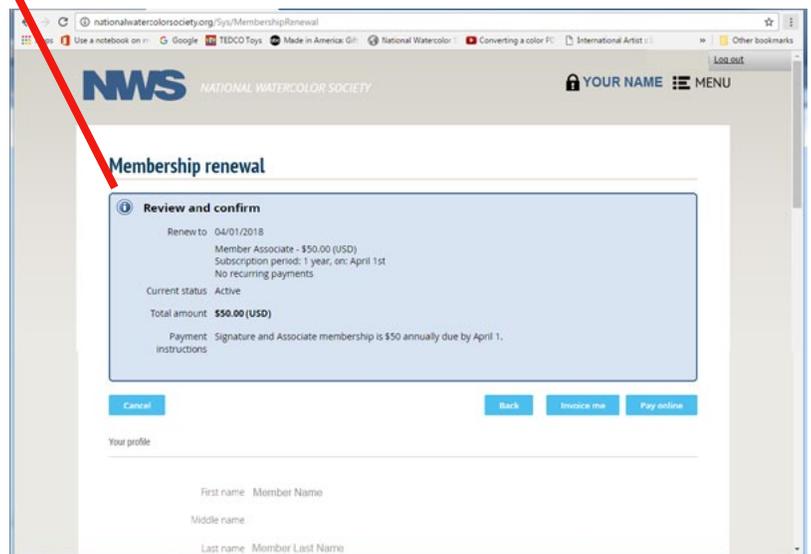
1. Click "Renew to" button and Look for "Review and Confirm Screen" with the amount to pay.

The "Renewal" page will show your member profile information. You can check for invoices in your profile.

Payments: You May use a credit card on Paypal even if you do not have a Paypal account. (screens on pg. 3)



Date	Transaction	Balance due
30 May 2012	Payment	\$508.50 Settled Invoice # 09045
30 May 2012	Invoice #09045 Event registration Fall Conference	\$508.50 Settled Paid: 30 May 2012
23 May 2012	Payment PayPal Payments Standard	\$113.00 Settled Invoice # 09037
23 May 2012	Invoice #09037 Member application Bronze	\$113.00 Settled Paid: 23 May 2012



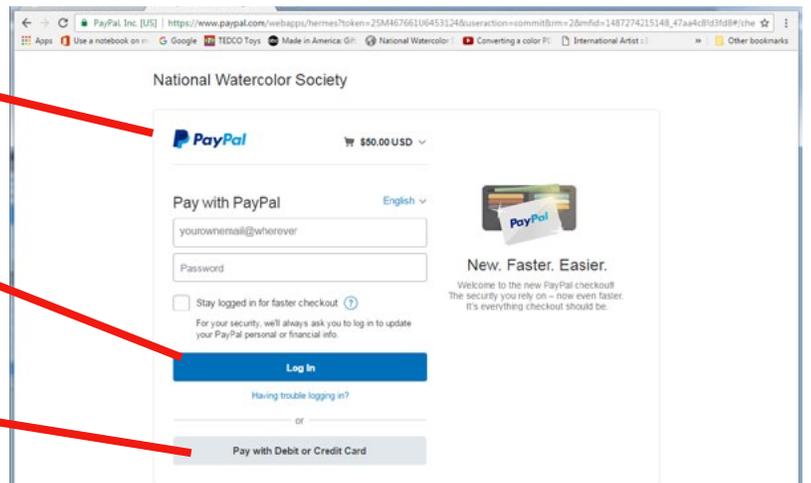
Paypal" is a financially secure site that allows us to take your credit card even if you do not have a Paypal account.

3. Click "Pay online."

4. Once you click "Pay Online", it will take you to the "PayPal site."

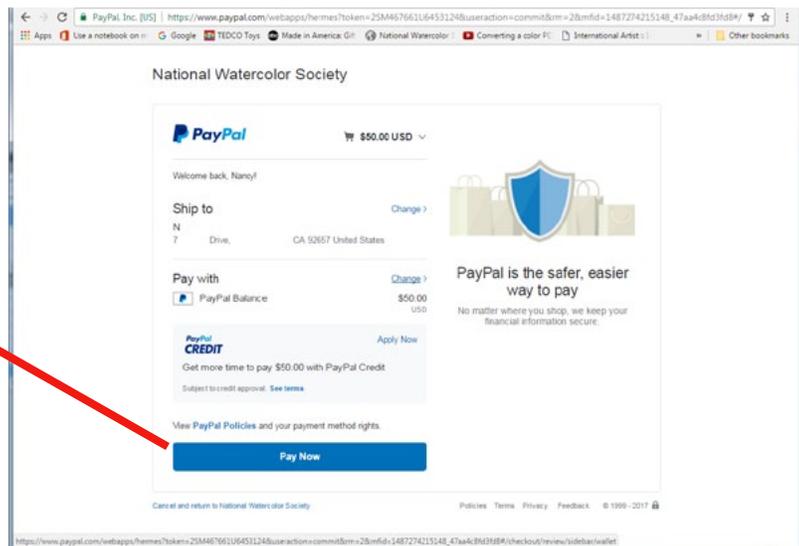
If you have a Paypal Account, login with your email and password.

If you do not have a PayPal account: Click "Pay with Debit or Credit Card" and follow directions on their site.

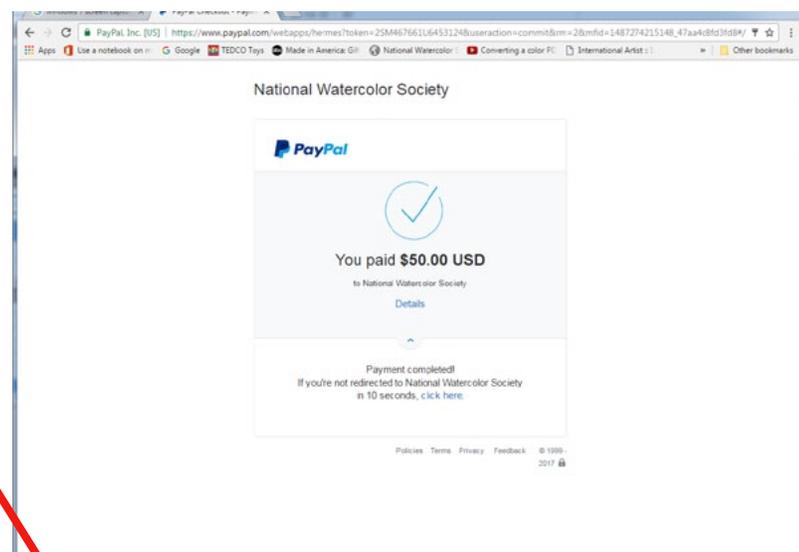


After entering payment information
You will see payment details.

5. Click the "Pay Now" (blue button at
the bottom of Paypal site)



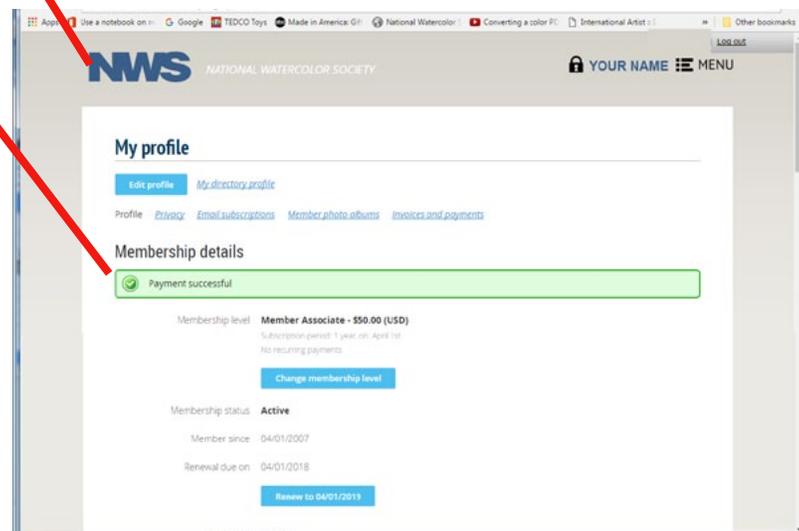
6. PayPal will show your payment to
National Watercolor Society and direct
you back to the "NWS Site."



The "NWS website" will show:
"Payment successful."
Your Membership status and Due Date.

If something does not appear correct
you may email the director of mem-
bership: nws4membership@gmail.com

You may edit/update your personal in-
formation if you have not already:
Click the blue "Edit profile" button and
then remember to "save" any changes
with the "Save" button.



*Reminder: our exhibition entry site is a
different site: www.NWSExhibition.com*

*You need a new login every exhibition,
the information is not stored.*

The option to mail in a check is still available to you. Mail your check to the gallery address:
NWS - Membership, 915 S. Pacific Ave, San Pedro, CA 90731.

Both Signature and Associate Member annual dues: \$50.

*If you mailed in your check please be patient. It takes a while to be processed by multiple volunteers
before it gets posted. (You may not see results for a month or so).*